

Commercial Computer Systems

KRS2001/CCS22B2

Department of Accountancy

Last Assessment Opportunity

November 2017

TIME:	2 HOURS
MARKS:	100
ASSESSOR:	Mr N Strydom
MODERATOR:	Mr YM Ebrahim

STUDENT NUMBER:													
INITIALS & SURNAME:													
IDENTITY NUMBER													
TELEPHONE NUMBER:													

IMPORTANT INFORMATION

1. This questionnaire consists of 7 pages (including cover page).
2. This questionnaire must be handed in.
3. Please ensure that the cover page is completed in full!
4. Copy all files to the DOCUMENTS library
5. Save your work regularly!
6. All questions must be done on the computer.
7. No calculators or USB flash drives may be used.
8. ONLY ULINK IS USED FOR MARKING.
9. READ ALL INSTRUCTIONS CAREFULLY.

For office use only

Question	Mark	Marker's Comment
1 PowerPoint 30 Marks		
2 Excel 40 Marks		
3 Word 30 Marks		
Total 100 Marks		

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RETHINK EDUCATION.
REINVENT YOURSELF.



1. **DO STEP 1 FIRST AND WORK ONLY FROM THE “DOCUMENTS” LIBRARY.**
2. You **MUST** FIRST COPY YOUR FILES TO THE “**DOCUMENTS**” LIBRARY ON THE C:\ DRIVE BEFORE YOU DO ANY OF THE QUESTIONS!
3. **DO NOT OPEN FILES DIRECTLY FROM THE NETWORK, ONLY FROM THE “DOCUMENTS” LIBRARY**
4. IF WORK IS LOST BECAUSE A STUDENT WORKS DIRECTLY FROM THE NETWORK AND IGNORED STEPS 1, 2 AND 3 ABOVE, **NO EXTRA TIME** WILL BE ALLOWED!

Step 1

Copy the following **files** from **Server\Lab number\CCS** to the **DOCUMENTS** library:

 LAO.XLSX
 ORDERS.XLSX
 LAO.DOCX
 LAO.PPTX
 LOGO.PNG
 STRAT.PNG
 LP.PNG
 TRAIL BALANCE TEXT.TXT

Instructions:

1. Double-click on the **Server** icon on the desktop
2. Double-click on the folder with the name **LAO**
3. Select all the files in the folder
4. Point at the selection and right-click, then select **Send to** from the Quick menu. Click on **DOCUMENTS** (OR USE COPY AND PASTE).
5. Close the current folder.
6. Open the **DOCUMENTS** library.
7. Complete questions 1- 3 (in any order).

NB!!! Do NOT select Send To Desktop as this will create a shortcut only and you will not be able to submit your work!!!

Question 1

Microsoft Office PowerPoint 2013

30 Marks



No marks will be awarded if any of the following is inserted on the INCORRECT SLIDE NUMBER or in the INCORRECT FILE.

Do Step 1 first and then activate Microsoft Office PowerPoint 2013, open the file LAO.PPTX from the "Documents" library (NOT THE NETWORK) and do the following:

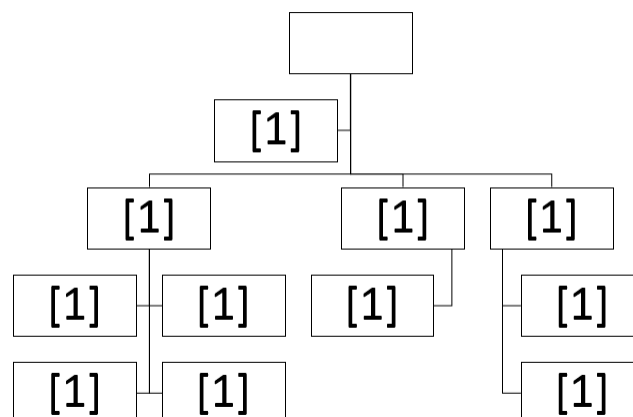
1. Insert the following picture on the **SLIDE MASTER** so that it appears on every slide in the Presentation:
 - Use the picture from the file LOGO.PNG [1]
 - Use the picture as a background fill [1]
 - Change the transparency of the picture to 70% [1]

NO MARKS will be awarded if the picture does NOT appear on the SLIDE MASTER or if it is inserted in the incorrect position!

2. Move to slide number 2 and insert a Pie chart (Style: Doughnut) with the following data. [3]

	Popularity
Listed equity	15
Private equity	12
Debentures	9
Preference shares	6

- Apply animation option "Wipe" to the graph. [2]
3. Move to slide number 3 in the presentation and do the following:
 - Change the layout of the slide to "Blank" [1]
 - Flip the picture vertically [2]
 - Select the picture and create a hyperlink to the go back to slide number 1 [2]
 - The ScreenTip text must be **Restart** [2]
 4. Use the placeholder on slide number 4 (Title: Organisational) to create the following organisation chart.
 - **Marks are only awarded up to the first incorrect level.**
 - **DO NOT TYPE IN THE MARK ALLOCATION!!** In other words, do not add text to the chart shapes.
 - Total marks: [11]



5. Change the style of the SmartArt to **Bird's Eye Scene**. [2]
Change the colour of the SmartArt to **Coloured Fill – Accent 2** [2]
6. **Save the file with your surname, initials and student number as the name of the file,** [eg Smith JC 2004151748]. **CLOSE THE APPLICATION**. Upload and submit the file to Ulink under Assessments – LAO PowerPoint for marking purposes. Do not forget to **attach** the file [*Attach file*] before clicking on the *Submit* button. (Refer to instructions at the end of the test paper).

Question 2

Microsoft Office Excel 2013

40 Marks



Marks will only be awarded if formulae and =Functions are 100% correct. Cell/range references must be used for all calculations (where applicable).

Do Step 1 first then activate Microsoft Office Excel 2013, open the file LAO.XLSX from the “Documents” library (NOT THE NETWORK) and do the following:

1. **Select worksheet ONLINE SALES and do the following:**
 - (a) Use the =VLOOKUP function and relative cell/range/workbook references to insert the **Number of Orders per day** in the range J4:J9. The number of orders per day must be obtained from the workbook **ORDERS.XLSX**. Do NOT use copy and paste. **[No marks will be awarded if the =Vlookup function is not used].** [3]
 - (b) Use a FORMULA and cell references to calculate the **Total per day** in the range B10:I10 [2]
 - (c) Use a FUNCTION and cell references to calculate the **Average Midweek Sales** in cell B13 [2]
 - (d) Use a FUNCTION and cell references to calculate the **Average Weekend Sales** in cell B14 [2]

2. **Select worksheet ONLINE SALES and do the following:**
 - (a) Select the relevant information on the worksheet ONLINE SALES, then do the following [marks are awarded for the correct relevant information]: [2]
 - (i) Create a 3-D clustered column chart ON A CHART SHEET of the daily online sales for each city. (mark is awarded for correct chart type) [2]
 - (ii) The legend must display the cities only [2]
 - (iii) The legend must appear at the **bottom** of the chart, font size **14** and font **Arial Narrow** [3]
 - (iv) The category x-axis must display the days of the week only [1]
 - (v) Change the colour of the Chart to **Colorful – Color 3** [1]
 - (vi) **Link** the chart title to cell **A1** on the worksheet “Online Sales” [1]

No marks will be awarded for this question if the chart does not appear ON A CHART SHEET.

3. **Select column K and do the following:**
 - (a) Use the =IF function and relative cell references to insert the following next to each item in the range K4:K9:
 If the *Total per city* in column I is greater than R75,000 insert the text “Excellent”, if the *Total per destination* in column I is greater than R45,000 but less than R75 000 insert the text “Average”, if the *Total per destination* in column I is greater than R15,000 but less than R45 000 insert the text “Below Average”, otherwise leave the cell blank. [“Blank” cells must still contain the =Function] [4]

4. **Open the file TRIAL BALANCE TEXT.TXT in Excel by browsing for all file types and do the following:**
- (a) Use the text import wizard to split the text file into the following columns: [3]
 - (i) Account number
 - (ii) Company
 - (iii) Category Number
 - (iv) AmountThe delimiter that was used was “#”.
 - (b) Rename the worksheet tab to “Trial Balance” [1]
 - (c) Remove all , and “ using the Find and Replace function. [2]
 - (d) Remove blank columns i.e Column **C** and Column **E** [1]
 - (e) Move and Copy the Trial Balance Text worksheet into the LAO.XLSX workbook. (At the end) [2]
 - (f) Create a **Pivot Table** on **new sheet** using the all the data from the Trial Balance. [3]
Use the following Pivot Fields:
 - (i) Company as a Filter
 - (ii) Account Number as Rows
 - (iii) Sum of Amounts as Values
 - (g) Filter the Pivot table to show only the following: [2]
 - (i) Company to display: **Takealittlemore**
 - (ii) Accounts to display: **12000** and **22000** only
 - (h) Rename the Sheet to “Pivot Table” [1]
5. **Save the file with your surname, initials and student number as the name of the file,** [eg Smith JC 2004151748]. **CLOSE THE APPLICATION.** Upload and submit the file to Ulink under Assessments – LAO Excel for marking purposes. Do not forget to **attach** the file [*Attach file*] before clicking on the *Submit* button. (Refer to instructions at the end of the test paper).

Question 3

Microsoft Office Word 2013

30 Marks

Do Step 1 first then activate Microsoft Office Word 2013, open the file LAO.DOCX from the "Documents" library (NOT THE NETWORK) and do the following:







No marks will be awarded for point 1 if it is applied to the entire document!

1. Just below the heading: **Guitar Universe price list**, do the following and then create the price list, with the same formatting:
 - Create the following tab stops:
 - Left tab at 9 cm [1]
 - Left tab at 12 cm [1]
 - Make the following formatting changes:
 - 1.5 Line Spacing [1]
 - Apply bold and underline to the main heading, and bold to the column headings [1]

Guitar Universe price list

	Wholesale	Retail
Fender Stratocaster	R14 000	R17 500
Gibson Les Paul	R21 000	R25 750

2. Recreate the following table in Microsoft Word 2013 under your Guitar Universe price list.

Product comparison					
Fender Stratocaster				Gibson Les Paul	
		 ✉ PO Box 123, Brixton, 2195 ☎ 011 111 1234 💻 info@gu.com			
Retail Price	R17 500			Retail Price	R25 750
Delivery Fee	R250			Delivery Fee	R250
TOTAL PRICE	R17 750			TOTAL PRICE	R26 000
Colour	Black			Colour	Red
Weight	4.3kg			Weight	5.5kg
Music styles	Jazz, blues			Music styles	Rock
Used by	Eric Clapton			Used by	Guns 'n Roses
		Call us while stocks last			

Marks will be awarded as follows:

- Create the table with the right amount of **columns AND rows** [1]
- Remove the unwanted cells on both sides of the "Call us while stocks last" [1]
- Unless otherwise specified, make use of the font *Calibri* [1]
- Graphics:

- Add the picture called **STRAT.PNG** to the correct cell [1]
- Add the picture called **LP.PNG** to the correct cell [1]
- Change the text wrapping of the picture to *In front of text* [1]
- Both pictures should have a height of 2cm [2]

- Guitar Universe cell and contact details below:
 - Change font of “Guitar Universe” to *Copperplate Gothic Light* [1]
 - Change the font colour to **Purple** [1]
 - Apply *Italics* to the “Guitar Universe” text [1]
 - Make use of the correct symbols for the contact details (1 mark per correct symbol) [3]
 - Insert the hand symbol as shown, and change its size to 74 pt. [2]

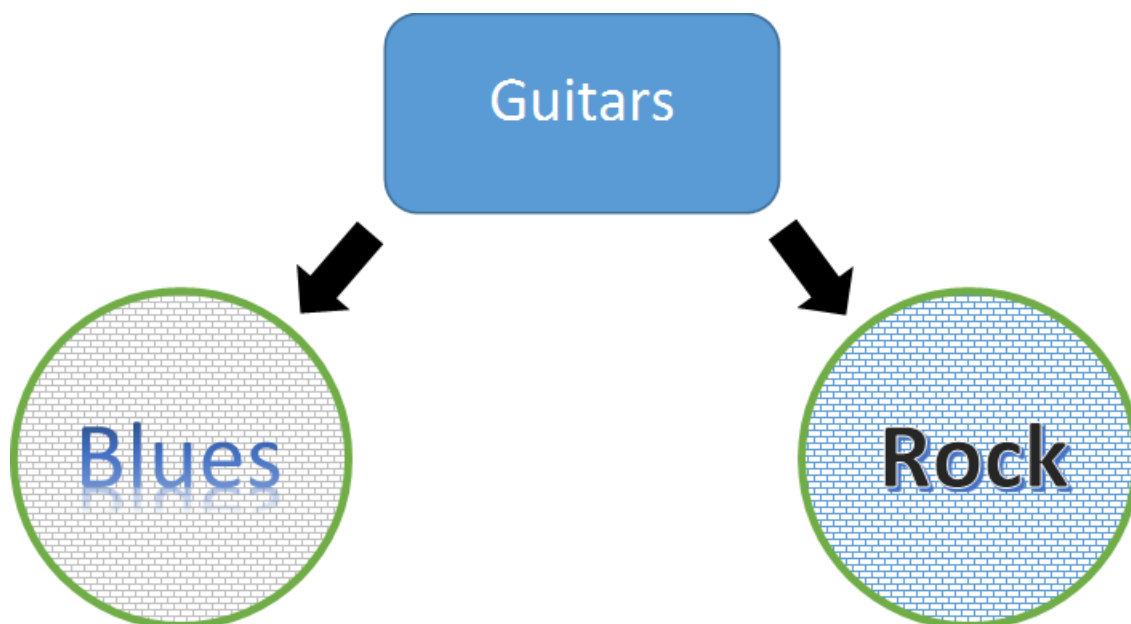
- Fender Stratocaster and Gibson Les Paul comparison values:
 - Centre align **ALL** values under the *Fender Stratocaster* and *Gibson Les Paul* columns [1]
 - Make use of *formulas* to calculate **TOTAL PRICE** values of both guitars [2]
 - (No marks will be awarded if formulas weren't used)**
- Add a Section Break right after the table. [1]
- Change the colour of all pages to **Green, Accent 6, Lighter 40%** [1]

3. Create the following graphics at the top of page 2:

The graphics must appear similar to that below. No marks will be awarded for individual graphic elements, only for the correct use of all the graphic elements. You can choose whether or not to make use of the drawing canvas. Please do not type in the mark allocations. This is not part of the question, merely an indication of what is expected:





MARKS ARE AWARDED AS FOLLOWS:

- 🍌 **No marks will be awarded if the shapes are not circles!**
- 🍌 Circles shapes must have borders that are 3pt wide and Green, Accent 6 in colour [1]
- 🍌 The circles should both have a Pattern Fill *horizontal bricks*, with Blue Accent 1 foreground colour and White as the background colour [1]
- 🍌 The arrows must all have a black border and black fill [1]
- 🍌 The text inside the circles should be inserted using any style of *WordArt*, not a text box [2]



3. **Save the file with your surname, initials and student number as the name of the file,** [eg Smith JC 2004151748]. **CLOSE THE APPLICATION.** Upload and submit the file to Ulink under Assessments – LAO Word for marking purposes. Do not forget to **attach** the file [*Attach file*] before clicking on the *Submit* button. (Refer to instructions at the end of the test paper).
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Please hand in this Exam paper.

-  Ensure that the front page is completed and that you have uploaded, attached AND submitted all three files in the correct place.
-  No marks can be awarded for files that are not uploaded, attached and submitted.
-  No second opportunity will be granted if files are not uploaded, attached and submitted.
-  If you are unsure, ask an assistant to help you.